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Personnel

**CIVILIAN PERSONNEL SERVICING
ARRANGEMENTS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 36-1, *General Civilian Personnel Provisions and Authorities*. It directs civilian personnel flights (CPF) to service activities outside of their own organization. The objective of a servicing CPF is to provide comparable services to all customers as described in AFI 36-104, *Operating The Civilian Personnel Flight*.

SUMMARY OF CHANGES

This publication substantially revises AFR 40-105. It minimizes the use of intra-service agreements and requires that all agreements negotiated by major commands (MAJCOM) be approved by HQ USAF/DPCX.

1. Personnel Servicing Arrangements. There are two basic types of civilian personnel servicing arrangements. These are intra-Air Force and inter-agency arrangements. Only the inter-agency arrangements require a written personnel servicing agreement. All written personnel servicing agreements must be approved by HQ USAF/DPCX.

1.1. Intra-Air Force Personnel Servicing Arrangements. All Air Force civilian employees must be serviced by an Air Force CPF to make sure all are included in the Air Force Civilian Personnel Program. All Air Force activities collocated on an Air Force installation with a CPF, or in the same locality, must be serviced by that CPF. When an activity is not collocated, or near a CPF, services must be provided by the nearest CPF. Exceptions must be referred to HQ USAF/DPCX for resolution.

1.2. Inter-Agency Personnel Arrangements . Air Force officials must be receptive to other Department of Defense (DoD) components and agencies requesting servicing by Air Force CPFs. Inter-agency personnel servicing agreements must identify the activity to be serviced and its location and approximate number of employees. Also, any special responsibilities of the serviced and servicing activities must be defined. The staffing authorized and the reimbursement arrangements should be negotiated locally. All servicing agreements must be reviewed every 3 years by the servicing and serviced activities. Functional responsibilities for personnel servicing arrangements are as follows:

- HQ USAF/DPCX negotiates inter-agency personnel servicing agreements when Air Force CPFs of more than one MAJCOM is involved.
- The MAJCOM Director of Civilian Personnel, on behalf of the Commander, makes inter-agency personnel servicing agreements when Air Force CPFs of only their command are involved. These agreements must be consistent with DoD Directive 1400.16, *Inter-Departmental Civilian Administration Support*, October 30, 1970, with Change 1 and coordinated with HQ USAF/DPCX before final approval.

2. Designation To Act for Appointing Authority. The head of an agency or department cannot delegate the basic authority to effect personnel actions to anyone outside of the agency or department. The civilian personnel officer who is providing the service to another agency must be designated, not delegated, this authority. This written designation must be by position title and provide for administration of the total Civilian Personnel Program.

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